

INSTRUCTIONS FOR TEAM COACHES:

How to Register a Team Electronically

If you need assistance at any time, contact the regional coordinator for your area with questions. The following are the minimum system requirements to run the online application: Netscape 4.5 or higher or Internet Explorer 5.5 or higher; cookies enabled; JavaScript enabled; and SSL enabled.

1. Visit the web site: <http://science.energy.gov/nsb/>
2. Click on "High School" for grades 9 – 12, or "Middle School" for grades 6 – 8.
3. Select "High School Regionals" or "Middle School Regionals."
4. Click on your state.
5. Check to see which site covers your area.
6. Click on "Account Creation Form" to create a new account. *Note: Coaches from last year will need to create a new account each year.*
7. Follow the instructions and submit to log in.
8. After logging in, an instruction page will pop up - click on "Start your registration".
9. Type the information into the fields. *The information will be on a secure site, so personal information will be protected. If the student is a foreign national, they need to provide their passport number and expiration date. NOTE: The server will time out after 20 minutes so remember to save your information regularly.*
10. Click "save for future editing" if you need to come back to the registration.
11. Click "submit registration" when the information is complete. **Note:** *Once the data is submitted, you can make changes only up until the decided registration deadline. The deadline is selected by each coordinator based upon when their regional event will be held.*
12. *After submission, the regional coordinator will confirm your participation and you can make any team changes through them.*
13. Save your user ID and password for return visits. When you return to the site and log in, you will be given other information. *If you forget your password, there is a password notification with a security question on the log-in page; if you still cannot retrieve your password, contact the regional coordinator for your area.*